Rural and Northern Immigration Pilot (RNIP) Thunder Bay and Area

Community Recommendation Application Instructional Guide

Updated November 2022

Applying for a Community Recommendation

By submitting the candidate application form along with supporting documents, you are applying for a community recommendation with the Rural & Northern Immigration Pilot (RNIP) Thunder Bay and Area. Candidates who receive a community recommendation will be able to apply for permanent residence under the RNIP.

Candidates must meet all eligibility criteria set by Immigration, Refugees and Citizenship Canada (IRCC) and have a qualifying job offer with an approved employer in order to be considered for a community recommendation. Thunder Bay CEDC will prioritize candidates for recommendation who are most likely to reside in the community over the long term and contribute to the local economy.

Before applying for a community recommendation, candidates are encouraged to
- Review Thunder Bay CEDC's step-by-step process for applying for a community recommendation
- Review Thunder Bay CEDC's candidate evaluation points system
- Review what the application for a community recommendation looks like in full (download a preview of the application)
- Use Thunder Bay CEDC's estimated points calculator if they wish to estimate their score
- Read this instructional guide in full and prepare their documentation

Candidate applications are selected using a pool-and-draw system in which the top scorers with all necessary documentation are considered first for a community recommendation. The selection takes place on specific dates (visit gotothunderbay.ca/rnip for the schedule of draw dates). The highest-scoring applications are validated by Thunder Bay CEDC and prepared for the Selection Committee's review. Only candidates who are being considered for a community recommendation will be notified.

Carefully review these instructions and ensure you have all necessary documents. Candidates who do not meet all federal eligibility criteria, or lack complete documentation to prove that they meet the federal criteria, will not be considered for a community recommendation. Candidates not selected for review remain in the pool for up to two consecutive draw dates and may be selected at a later date if their ranking improves.

Applications cannot be updated or changed after they are submitted. If your circumstances change in ways that increase or decrease your score, you are encouraged to submit a new application.

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Document Format

Please prepare clear scanned copies (in PDF format) of all documents and upload them separately where indicated in the application form.

Label all documents with your first and last name, the type of document, and number if applicable (eg. JaneSmithWorkExperience1, JaneSmithProofofResidence1, JaneSmithEducation, etc.). Do not include any special characters (#$!@%^&*).

Document Checklist

Federal Eligibility Criteria
- [Schedule 1 Rural and Northern Immigration Pilot (IMM 5911)](#) **
- [Offer of Employment to a Foreign National - Rural & Northern Immigration Pilot (IMM 5984)](#) **
- Proof of education
- Proof of work experience (unless exempt)
- Language test results
- Proof of settlement funds or valid work permit
- Intent to reside statement

Candidates who do not meet the federal eligibility criteria and/or do not have the documentation to prove it will not be considered for a community recommendation.

*** The Offer of Employment to a Foreign National and Schedule 1 documents are on the Federal Government's website. If you try to open the document in a web browser, you may get an error message. To resolve this, download the file to your computer and open it from your computer.*

Thunder Bay CEDC Community Factors
- Language Proficiency and bilingualism (language proficiency in both English and French)
- Proof of skills alignment (work experience or education)
- Letters from family members residing in the community
- Letters from friends and colleagues residing in the community
- Proof of experience living in a small or rural community
- Proof of spouse's language proficiency in English or French
- Proof of spouse's qualifications (work experience or education) that align with a priority occupation

Thunder Bay CEDC has implemented an evaluation (points system) based on the above factors to prioritize candidates whom are more likely to settle in the community over the long term.

Completing the Application Form

Open the application for a community recommendation and review the information.

Make sure that you meet all Federal eligibility criteria before proceeding.

The Economic Mobility Pathways Pilot (EMPP) is a separate stream of immigration specifically for skilled refugees. If you are a skilled refugee who would like to apply for a community recommendation
through the EMPP stream of the RNIP, use the
 EMPP application form.

To continue applying for a community recommendation with the RNIP Thunder Bay and Area, **go to the next page** of the application form.

If you want to see what the application looks like in full without submitting one, download a preview.

CEDC

Rural and Northern Immigration Pilot (RNIP) Thunder Bay and Area
Application for Community Recommendation

About this application

By completing this form, you are submitting your application for a community recommendation under the Rural & Northern Immigration Pilot (RNIP) Thunder Bay and Area.

Effective September 23, 2022, the Pilot's boundaries have expanded to include the following communities:

- City of Thunder Bay
- Town of Atikokan
- Town of Fort Frances
- Town of Rainy River
- City of Dryden
- Town of Emo
- Municipality (town) of Greenstone
- Town of Marathon
- Township of Dorion
- Township of Manitouwadge
- Township of Nipigon
- Township of Schreiber
- Township of Terrace Bay
- Township of Red Rock
- Municipality of Sioux Lookout
- Township of Ignace

Candidates are selected using a pool-and-draw system in which the top scorers with all necessary documentation are prioritized. The highest-scoring candidate applications are validated by Thunder Bay CEDC and prepared for the Selection Committee's review. Candidates who are being considered for a community recommendation will be notified.

Applicants are encouraged to review the candidate evaluation system and download Thunder Bay CEDC's instructional guide prior to submitting an application for a community recommendation.

Economic Mobility Pathways Pilot (EMPP)

Candidates who wish to apply for the RNIP under the Economic Mobility Pathways Pilot (EMPP) must apply using this form.

RNIP Federal Eligibility Requirements
In addition to having a qualifying job offer with an approved employer, candidates must meet all criteria set by Immigration, Refugees and Citizenship Canada (IRCC) before being considered for a community recommendation. Federal eligibility criteria requires that candidates:

- have qualifying work experience or have graduated from a publicly funded post-secondary institution in the recommending community
- meet or exceed the language requirements
- meet or exceed the educational requirements
- have enough money to support your transition into the community
- intend to live in the community
- meet community-specific requirements

RNIP Thunder Bay and Area Community-Specific Requirements
Thunder Bay CEDC will prioritize candidates who demonstrate that they are most likely to reside in the community in which they have a job offer over the long term and contribute to the local economy. Candidates can earn points if they prove that they possess any of the following:

- A job offer in a priority or French essential occupation (maximum 20 points)
- Language skills that exceed the minimum Federal requirement (maximum 15 points)
- Proficiency in both English and French languages (maximum 5 points)
- Education or enough work experience that is relevant the job offer (maximum 20 points)
- Additional work experience related to their job offer (maximum 8 points)
- Experience living the community or other smaller community (maximum 16 points)
- Family or friends willing to support their settlement living in the community (12 points)
- A spouse with qualifications required by a priority occupation and/or language proficiency in English or French (4 points)

Total available points: 100
For full details, review the candidate evaluation system and download Thunder Bay CEDC's instructional guide to applying for a community recommendation.

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Download form including your responses to PDF Excel

Contact Information

Input your contact information. If you are using an agent or representative, their contact information as well as yours must be provided.

Personal Information and Federal Eligibility Criteria: Proof of Settlement Funds and Schedule 1 Form

Input your personal information.

Unless you are already working legally in Canada, you must prove you have enough money to support yourself and any family members while you become settled in the community. You must prove you have enough money to support any family members you may have even if they are not coming to Canada with you. The amount of settlement funds needed depends on how many people will accompany you. Learn more about [settlement funds](#) and how much will be necessary for you to show.

If you are not already in Canada with valid status, **indicate that you are not authorized to work in Canada** but have the required settlement funds. **Upload a bank statement or other document that shows real property or other investments**. If you do not have the minimum amount of funds necessary, you are encouraged to apply for a community recommendation at a later date when all Federal eligibility criteria are met.

If you are legally allowed to work in Canada, **indicate that you have a work permit and input the expiry date. Upload your work permit.**

Upload the Schedule 1 Rural and Northern Immigration Pilot (IMM 5911). Refer to the Guide 0118 Rural and Northern Immigration Pilot for instructions on completing this form. This form must be filled out completely and correctly. All applicable questions must be answered and your signature (not a typed name) is required where indicated. If this form is incomplete, your application for a community recommendation will be deemed incomplete and not considered for a community recommendation.

Canadian Mailing Address and Status (if applicable)

If applicable, **input your mailing address and status in Canada**.

Federal Eligibility Criteria/Community Factor: Offer of Employment

Select the appropriate job offer type. Qualifying job offers may fall under three categories:

Type 1: Priority Occupation (20 points)
- The job offer is for a position that has been deemed a priority occupation

Type 2: French Essential Position (20 points)
- The occupation is in any skill level and any NOC code
- The job requires the use of the French language to perform the main duties

Type 3: Any other occupation (0 points)
- The occupation has not been deemed priority
- The candidate has lived in the community for at least 2 years and is currently employed with the employer

Input the title of the job you are being offered, 5-digit National Occupational Classification (NOC) code of the job, corresponding skill level, and hourly wage. Note that the NOC system has been updated effective November 16th, 2022. Review the NOC profile of the position to find the skill level (TEER).

Input your employer's information and expected start date. If you are already working in the job, input the date you started in the job.

Upload the completed Offer of Employment to a Foreign National Rural and Northern Immigration Pilot (IMM 5984). Refer to the Guide 0118 Rural and Northern Immigration Pilot for instructions on completing this form. This form must be filled out completely and correctly. All applicable questions must be answered and your signature as well as your employer's signature (not typed names) are required where indicated. If this form is incomplete, your application for a community recommendation will be deemed incomplete and not considered for a community recommendation.

Rural and Northern Immigration Pilot (RNIP) Thunder Bay and Area
Application for Community Recommendation

Federal Eligibility Criteria: Offer of Employment
This section is scored.

* Select which type of job offer you have received:

[Priority Occupation ⇕]

Offer of Employment

* Job Offer Occupation Title

[Administrative Assistant]

* Job Offer Occupation (NOC) ❶
Must be four (4) or five (5) digits

[13110]

* Job Offer Occupation Skill Level

[TEER 3 ⇕]

* Hourly Wage

[19]

Please provide information about your permanent full-time offer of employment in Thunder Bay.

* Employer
Business name (not contact person)

[Business Name]

* Employer organization's North American Industry Classification System (NAICS) Code: ❶
Minimum 4 digits

[54121]

* Job Location: Street Address
Street and number of where you will be working (e.g. 124 Parkway Lane)

[124 Main Street]

* Job Location: City/Township
City/Township

[Thunder Bay]

* Job Location: Postal Code
Postal Code (example: P7A 1T7)

[P7B 1K5]

* Employer Contact Name
Contact Person's First & Last Name

[Employer FirstName LastName]

* Employer Contact Email
Email

[employer@employer.com]

* Employer Contact Phone
Phone Number (999-999-9999)

[999-999-9999]

Extension [ ]

* Expected Start Date of Employment
◯ I am currently employed with my eligible employer
◉ I am not currently employed with my eligible employer

* If you are not yet working for your employer, please indicate your expected start date (YYYY-MM-DD). If you are working for your employer, please indicate your start date (YYYY-MM-DD).

[2023-03-20]

* Upload the completed Offer of Employment to a Foreign National - Rural and Northern Immigration Pilot (IMM 5984) document. ❶
🗑 LastNameFirstName-IMM5984.pdf

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Download form including your responses to PDF Excel

Federal Eligibility Criteria: Intent to Reside

You must plan to live in the community in which you have a job offer over the long-term to be eligible for a community recommendation. **Input your intent to reside statement.** Your intent to reside statement should explain why you want to live and work in the community. It should be at least 150 words and written by you, the candidate. Do not include your name or address. The maximum length allowed by the form is 2000 characters.

Federal Eligibility Criteria: Language Proficiency

In order to be eligible for the RNIP, you must meet the minimum language requirement in each language ability based on the TEER category of your job offer. Consult the [federal eligibility criteria](#) to determine the minimum required language scores.

Use the appropriate [equivalency chart](#) to determine your CLB/NCLC language level based on your test scores.

Points Allocation
- Candidate exceeds required CLB/NCLC in all 4 abilities (15 points)
- Candidate exceeds required CLB/NCLC in at least 2 of the 4 abilities (8 points)
- Candidate does not exceed required CLB/NCLC in any of the 4 abilities (0 points)

You must have valid language test results that are not expired (less than two years old from the date of your permanent residence application). If your language scores do not meet the minimum required level, or if you have taken the test but have not yet received a copy of the results, you cannot be considered for a community recommendation. Proof that you have taken a language test is not acceptable – a copy of the results is required.

Select the type of test taken.

Indicate whether or not you have received a copy of the language test results and the date of the results.

Indicate whether or not your language skills meet or exceed the minimum required levels for the NOC skill level of your occupation.

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Rural and Northern Immigration Pilot (RNIP) Thunder Bay and Area
Application for Community Recommendation

Federal Eligibility Criteria: Language Proficiency
This section is scored.

In order to be eligible for the RNIP, you must meet the **minimum language requirement** in each language ability based on the NOC skill level of your job offer.

Consult the **Federal eligibility criteria** for the minimum required language scores for your occupation level.

Use the equivalency chart to determine your CLB/NCLC language level based on your test scores.

Language Test

* Type of language test taken:

| IELTS | ⬍ |

* Have you received your language test results?

🔘 Yes   ⚪ No

* Date you received your language test results (YYYY-MM-DD):

| 2022-09-21 |

* Do your language results exceed the minimum requirement for the skill level of your job offer?
Thunder Bay will prioritize candidates who exceed the minimum language requirement in 2 or more language abilities

🔘 Exceeds required CLB/NCLC in all 4 abilities

⚪ Exceeds required CLB/NCLC in at least 2 of the 4 abilities

⚪ Does not exceed CLB/NCLC in any of the abilities

⚪ Not applicable

Score: 20/100

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Test Scores

Input your language test results and upload a copy of your test results document.

Community Factor: Proficiency in Both English and French

Thunder Bay CEDC will prioritize candidates who are proficient in both Canadian official languages.

Points Allocation
- Candidate is bilingual (proficient in both English and French) (5 points)
- Candidate is not bilingual (0 points)

Indicate whether or not you are bilingual (proficient in both English and French).

Bilingual Documentation *(if applicable)*

We require one of the following to prove your proficiency in a second language:
- A copy of an official language result, or,
- Proof that your education (academic program of at least two (2) years or longer) was instructed in English of French, or
- Participation in a brief interview conducted in both English and French

If applicable, **indicate how you intend to prove your bilingual language proficiency.**

On the next page, **upload the documentation** if you selected *Language Test Results* or *Proof of Academic Instruction in English or French*.

Federal Eligibility Criteria: Education

Confirm that you have an education that is equivalent to Canadian high school at a minimum.

On the next page, **list your credentials.** While the minimum requirement is Canadian high school equivalent, candidates are encouraged to disclose any additional education. If you have education or training that prove skills alignment with your current job offer, list it and include documentation to be awarded points for skills alignment.

Upload your Canadian high school diploma, Canadian post-secondary credential, or your Educational Credential Assessment (ECA). Candidates whose credentials were earned outside of Canada must have an ECA from an [accredited organization](#) that is less than five years old from the date of their permanent residence application. Proof that you have requested an ECA is not acceptable – a copy of the ECA is required. For candidates with Canadian post-secondary education, transcripts are not acceptable – the credential is required.

Rural and Northern Immigration Pilot (RNIP) Thunder Bay and Area
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Federal Eligibility Criteria: Education Requirement

Federal eligbility criteria requires an education that is equivalent to Canadian high school level at a minimum, however, candidates are encouraged to disclose any additional credentials if they have.

* List the educational credentials you have obtained.
click the "+" to add additional credentials (maximum 5)

+

Educational Institution	Program of Study	Type of credential	Length of Program
City Community College	Bachelor of Administration	Diploma	3 years

Educational Institution: At which academic institution did you complete the program?
Program of Study: What was the program called? (eg: Chemical Engineering, Nursing, Developmental Support Worker)
Type of Credential: What credential was achieved? (eg: diploma, degree, certificate)
Length of Program: How long was this program? (less than 1 year, 1 year, 2+ years)

Is there any other information you want us to have about your education, skills or qualifications?

Required Document Upload: Proof of Education

Upload your educational credentials
If you obtained an education from outside Canada, upload your [Education Credentials Assessment (ECA)](#) as well.
All documents must be submitted in English or French.
Documents must be the credental (diploma, degree, etc.) or ECA. Transcripts are not sufficient.

* Upload educational credentials and ECA (if applicable).
🗑 LastNameFirstName-Education.pdf

Upload additional educational credentials (if applicable)
☁ Browse

Score: 40/100

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Federal Eligibility Criteria: Work Experience

At least one year (1560 hours) of related work experience acquired within the last three (3) years is required. Review complete details on [work experience Federal eligibility criteria](#).

> **Exemption from Work Experience for International Students**
>
> Candidates who have recently graduated from Confederation College or Lakehead University may be exempt from the work experience criteria via the International Student Exemption.
>
> You may be exempt from the work experience criteria if you are an international student who graduated with
>
> 1. A credential from a post-secondary program of 2 years or longer and you
>   - were studying as a full-time student for the full duration of the 2+ years
>   - received the credential no more than 18 months before your application for permanent residence
>   - were in the community for at least 16 of the last 24 months spent studying to get your credential
>
> or
>
> 2. A master's degree or higher and you
>   - were studying as a full-time student for the duration of your degree
>   - got your degree no more than 18 months before your application for permanent residence
>   - were in the community for the length of your studies
>
> If you are a recent graduate of Confederation College or Lakehead University, review the full details on the [International Student Exemption](#) to determine if you are eligible to be exempt from the work experience criteria.

Note:
- *The credential must be dated no more than 18 months prior to **your application for permanent residence** (not your application for a community recommendation). Apply for a community recommendation before the draw date that is at least eight (8) weeks prior to the date of 18 months from the credential to allow enough time to receive the recommendation and apply for permanent residence while you are still eligible for the exemption.*
- *The program from which you graduated must be a post-secondary program of two years or longer. Graduation from two separate one-year programs does not qualify you for the exemption from work experience.*

Indicate whether or not you qualify for the International Student Exemption from the work experience criteria. If you qualify for the exemption but choose not to use it, indicate that you do not qualify. You will be required to satisfy the federal eligibility criteria around work experience if you opt out of the exemption.

Federal Eligibility Criteria: Work Experience Exemption (if applicable)

Input the information regarding the educational institution, program, graduation date, etc.

Federal Eligibility Criteria/Community Factors: Work Experience

For candidates who do not qualify for the International student exemption from the work experience criteria, at least one year (1560 hours) of related work experience acquired within the last three (3) years is required. Review complete details on work experience Federal eligibility criteria. Thunder Bay CEDC will prioritize candidates who have more than one year of work experience related to their job offer.

Candidates whom are exempt from the Federal work experience criteria can still achieve points on the Community Factors evaluation if they have work experience related to their job offer.

Points Allocation
- Candidate has 5+ years (7800 or more hours) of related work experience (8 points)
- Candidate has 4-5 years (6240 to 7799 hours) of related work experience (6 points)
- Candidate has 3-4 years (4680 to 6239 hours) of related work experience (4 points)
- Candidate has 2-3 years (3120 to 4679 hours) of related work experience (3 points)
- Candidate has 1-2 years (1560 to 3119 hours) of related work experience (1 points)
- Candidate has less than one year (1560 hours) of work experience (0 points)

Indicate how much work experience you have that is related to your current job offer. If you have less than one year (1560 hours) of related work experience and do no qualify for the International Student Exemption, you are encouraged to apply for a community recommendation after all Federal eligibility criteria are met.

List your related work experience and upload documentation of it. Documentation may include letters from previous employers, or a combination of records of employment, contracts and job descriptions, and/or pay stubs that prove the position held and number of hours worked as well as the tasks/main duties performed.

Note: Two (2) years, or 3120 hours, of related work experience is required to prove that your skills align with your current job offer. Provide documentation of at least 3120 hours of related work experience in order to obtain points for Skills Alignment.

Community Factor: Skills Alignment

Thunder Bay CEDC will prioritize candidates who possess an education or work experience that aligns with their job offer. Candidates whose work experience, training, or education is required for the demands of the job they are being offered under the RNIP can obtain these points. Candidates whom are over-qualified or under-qualified for their job will not obtain points.

Points Allocation
- Candidate has qualifying education credential or work experience that aligns with the needs of the job (20 points)
- Candidate's education or work experience does not align with the needs of the job (0 points)

Candidates will need to show proof of either of the following
- Qualifying Educational Credential
  - Education that is equivalent to minimum one year Canadian college certificate and satisfies the employment requirements as described in the Government of Canada National Occupation Classification Profile for any of Thunder Bay and Area's priority occupations
- Qualifying Work Experience
  - At least two years of cumulative paid full-time (3,120 hours) work (or the equivalent in part-time) within the past 5 years in a position where the candidate performed some or all of the main duties of a position that is similar to the current job offer. Work experience can be with multiple employers in different occupations, however, work experience acquired through self-employment is not acceptable.

You are asked to consider your education and work experience compared to the requirements of the occupation that is your current job offer. Refer to the National Occupational Classification (NOC) profile to determine what is reasonably required for the job.

Indicate whether or not your education or work experience aligns with the demands of your current job offer and explain your reasoning.

Proof of skills alignment should be provided when asked for documentation of work experience or education.

Thunder Bay CEDC reserves the right to determine these points based on the employment requirements of your job offer compared to your work experience and/or education as well as other factors. Candidates whose education or work experience is over and above what is reasonably required of the job will not receive points for skills alignment.

Community Factor: Family in the Community

Thunder Bay CEDC will prioritize candidates who have family members (siblings, parents, grandparents, children, cousins, aunts or uncles) who are permanent residents or citizens of Canada residing in the community in which the candidate has a job offer. Family members must be at least 18 years of age and have been living in the community for at least two (2) years. Family members of the candidate's spouse are also acceptable.

Required documentation: Letters written and signed by family members that describe how they intend to assist the candidate with their settlement in the community are required as documentation. Letters must include the family member's name, status (permanent resident or citizen), relationship to candidate, contact information (phone number, email address, and home address), length of time residing in the community, and signature.

Points Allocation
- Candidate has 4 eligible family members (8 points)
- Candidate has 3 eligible family members (5 points)
- Candidate has 2 eligible family members (3 points)
- Candidate has 1 eligible family member (2 points)
- Candidate has no eligible family members (0 points)

Indicate how many qualifying family members you have residing in the community from whom you have letters and upload the letters. One (1) letter is required per family member to achieve maximum points.

Community Factor: Other Connections to the Community

Thunder Bay CEDC will prioritize candidates who have non-family (eg: friends or colleagues) contacts residing in the community in which the candidate has a job offer who are permanent residents or citizens of Canada. Non-family connections must be at least 18 years old and have lived in the community for minimum of two (2) years. Non-family connections of the candidate's spouse are also acceptable.

Required documentation: Letters written and signed by friends or colleagues that describe how they intend to assist the candidate with their settlement in the community are required as documentation. Letters must include person's name, status (permanent resident or citizen), relationship to candidate, contact information (phone number, email address, and home address), length of time residing in the community, and signature.

Points Allocation
- Candidate has 4 eligible connections (4 points)
- Candidate has 3 eligible connections (3 points)
- Candidate has 2 eligible connections (2 points)
- Candidate has 1 eligible connection (1 points)
- Candidate has no eligible connections (0 points)

Indicate how many qualifying non-family connections you have residing in the community from whom you have letters and upload the letters. One (1) letter is required per family member to achieve maximum points.

Community Factor: Residence in a Small or Rural Community

Thunder Bay CEDC will prioritize candidates who are familiar with living in Thunder Bay and Area, or another small or rural community. "Thunder Bay and Area" includes all communities within the RNIP Thunder Bay and Area catchment.

If you have experience living in a small or rural community that is outside Thunder Bay and Area, the community must have a population of less than 250,000 people and be located more than 100 kilometres from a large and densely populated urban area.

Points Allocation
- Candidate has resided in the community for 5+ years (16 points)
- Candidate has resided in the community for 4-5 years (13 points)
- Candidate has resided in the community for 3-4 years (10 points)
- Candidate has resided in the community for 2-3 years (7 points)
- Candidate has resided in the community for 1-2 years (5 points)
- Candidate has resided in the community for 6 months to 1 year (3 points)

- Candidate has resided in a community with a population of less than 250,000 people and more than 100 kilometres from a large and densely populated urban area for a minimum of 6 months (3 points)
- Candidate has not resided in a small or rural community for a minimum of 6 months (0 points)

Required documentation: Two documents that are dated the appropriate time period apart to prove that you have lived in that community for the length of time you have indicated. The documents can be anything that is an official piece of mail or record with your full name, date and local address. For example, utility bills, financial statements, driver's licenses, mail or records from your college or university, any Canadian government mail.

Indicate whether or not you currently reside, or have previously resided, in the community in which you have a job offer or another small community for at least six months.

On the next page, **upload two documents that prove your residence for that period of time.**

Family Status
Indicate your marital status and the total number of people in your family who intend to immigrate with you. This number should include yourself, your spouse, and any children (not parents or siblings). If you have children who were born in Canada, they are not considered accompanying family members.

Community Factor: Spouse – Language Proficiency (if applicable)
Thunder Bay CEDC will prioritize candidates who are immigrating with spouses who are proficient in English or French.

Points Allocation
- Candidate's spouse is proficient in either English or French (2 points)
- Candidate's spouse is not proficient in English or French (0 points)

Required documentation (any one of the following):
- Copies of official language results, or,
- Proof that the spouse's education was instructed in one of Canada's official languages, or
- Participation in a brief interview conducted in English or French

Indicate whether or not your spouse has language proficiency and how you can prove it.

On the next page, **upload the required documentation or provide your spouse's contact information** for Thunder Bay CEDC to arrange an interview over the phone or videoconference.

Community Factor: Spouse – Qualifications (if applicable)
Thunder Bay CEDC will prioritize applicants with a spouse whose education or work experience aligns with the employment requirements of at least one of the priority occupations. View the NOC profile of any occupation to determine if your spouse's qualifications align with any priority occupations.

Points Allocation
- Candidate's spouse has qualifying work experience or education (2 points)
- Candidate's spouse does not have qualifying work experience or education (0 points)

Required documentation: Educational credential(s) or proof of work experience in positions that relate to a priority occupation – letters from previous employers, or a combination of records of employment, contracts and job descriptions, and/or pay stubs that prove the position held and number of hours worked as well as the tasks or main duties performed.

An Educational Credential Assessment (ECA) is not necessary to prove the spouse's education. Copies of diplomas, degrees, or certificates are acceptable, however, all documents submitted must be translated to English or French. Thunder Bay CEDC reserves the right to determine these points based on how well the spouse's credentials or work experience align with a priority occupation.

Indicate whether or not your spouse is qualified for any of the jobs on the priority occupations list.

On the next page, **identify which occupation(s) by NOC code are in alignment with your spouse's education or experience and upload documentation of the education or work experience.**

Confirm and Submit

This is the last page of the application form. **Make any necessary changes or submit if your application is complete**.

Upon submitting your application for a community recommendation, print or save the confirmation page and record your confirmation number. Your final score (%) and confirmation number are indicated at the bottom of the page.

What happens next?

Candidates are selected using a pool-and-draw system in which the top scorers with all necessary documentation are prioritized. The highest-scoring candidate applications are validated by Thunder Bay CEDC and prepared for the Selection Committee's review. Only candidates who are being considered for a community recommendation will be notified.

Candidates not selected for review remain in the pool for up to three (3) months and are eligible to be selected at a later date if their ranking improves. Applications will not be considered if they are incomplete and/or do not meet federal eligibility criteria. Visit gotothunderbay.ca/rnip to view the detailed step-by-step process and list of scheduled draw dates.

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